

LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH
BOARD OF TRUSTEES MINUTES
May 28, 2010

TOPIC	DISCUSSION/CONCLUSIONS/RECOMMENDATIONS	ACTIONS	FOLLOW-UP
PRESENT:	Vivian Branchick, President Irene Recendez, Vice President Nancy Miller, Secretary	Thomas Berne, MD James Doughty, RN Rosa Maria Hernandez	Margaret Lee Ernest Moreno
EXCUSED/ ABSENT:	Minor Anderson Maria Torres Flores		
CALL TO ORDER & INTRODUCTIONS	V. Branchick called the meeting to order.		
APPROVAL OF MINUTES	Minutes of February 26, 2010. M. Lee's name needs to be added to the members listed as present at the meeting.	Approved with correction. N. Miller will correct and post on website.	N. Miller
MINUTES FOLLOW-UP	<ol style="list-style-type: none"> 1. <u>Minutes</u> were corrected and posted. 2. <u>Mission, Vision, and Values and Policy #200: Academic Freedom</u> – BOT approved final versions were mailed to members on 3/8/10 and were posted. 3. <u>Motto</u> – D. DeHart is a College representative on the Alumni Association and attended their most recent meeting. She reported that the Alumni are very attached to the motto. However, they will conduct a survey in their next Newsletter. In addition, they are holding an Alumni event at the College on 10/23/10 at which, D. DeHart will distribute and collect surveys regarding the motto. 4. <u>Program Review</u> – M. Ibrahim reported that SON pregraduation Program Evaluation Survey findings for the class of 2010-I are almost complete. 5. All other follow-up actions are included on the agenda for this meeting. 	<ol style="list-style-type: none"> 1. Information 2. Information 3. D. DeHart will report on Alumni recommendations at the November Board meeting 4. M. Ibrahim will present the Class of 2009-II and 2010-I Program Evaluation findings at the August meeting. 5. Information 	<ol style="list-style-type: none"> 1. None 2. None 3. D. DeHart 4. M. Ibrahim 5. None
ANNOUNCEMENTS	<ol style="list-style-type: none"> 1. <u>Graduation for the classes of 2009-II and 2010-I</u> – Was held at the San Gabriel Civic Auditorium on 5/26/10. V. Branchick, I. Recendez, and P. Delgado were present to express their congratulations to the graduates and their families. Only eight of the December graduates were hired at the Medical Center. I. Recendez expressed concern regarding their lack of opportunity to apply their knowledge and retain newly learned skills. V. Branchick has championed creating a new graduate pool to allow them the opportunity to practice. However, Civil Service rules create obstacles to innovative staffing projects 2. <u>California Board of Registered Nursing (BRN) Visit</u> – 26 out of 91 student enrolled in the School of Nursing (SON) 4th semester (N243) Medical-Surgical Theory course did not successfully complete the course. Complaints were made to the BRN, who conducted a site visit. The purpose of the visit was to observe Dean: B. Collier's review of the situation with the students and to ensure that the SON adhered to its policies. At students' request, BOT members (V. Branchick, I. Recendez, and N. Miller) also attended the meeting. The SON is concerned about the high attrition rate particularly in the 4th semester and conducted an investigation of possible contributing factors: <ol style="list-style-type: none"> a. Course – There was no change in faculty or course curriculum from previous semesters b. Test Content – The 3rd exam focuses on Neurologic content, which is difficult. The acting semester coordinator, who is also a Medical Surgical Content Expert, reviewed each test 	<ol style="list-style-type: none"> 1. Information 2. M. Ibrahim will discuss recommendations with B. Collier and update the BOT on the status of program improvements. 	<ol style="list-style-type: none"> 1. None 2. M. Ibrahim

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	<p>item for clarity, relevance, and accuracy. She also identified the source for each test item e.g.: lecture, syllabus, handout, and/or text and verified her findings with the lecturer.</p> <p>c. Test Sequence – Neuro content was presented and tested earlier in prior semesters. Faculty recommended that the content be moved to later in the semester (from exam #1 to exam #3) to allow students time to acclimate to 4th semester test content and level.</p> <p>d. Test Format – Faculty created two tests with the same questions on both tests. The sequence of the test items and the order of the distractors was changed. No other changes were made.</p> <p>e. M. Ibrahim conducted an analysis of the students' academic profile and distributed and reviewed her findings. These included original cohorts, grades in science prerequisite courses, grades in SON 1st, 2nd, and 3rd semester Medical-Surgical courses, referrals for academic and clinical remediation, participation in test-taking strategy workshops and test review.</p> <p>f. M. Ibrahim also reviewed the SON plans to improve student learning. These include 1) additional workshops, 2) requiring workshop attendance as a component of academic remediation, 3) increased formal tutoring through OSHPD capitation grant funds, 4) adherence to theory and clinical concurrence, 5) explore feasibility of limiting readmission to 25% of class, 6) implement new pre-entrance exam and related selection criteria, 7) evaluate effectiveness of new exam, 8) implement methods for communicating high risk student needs as they progress through semesters, 9) improve faculty-student communication.</p> <p>Members also recommended exploring a student mentoring program. Mentors could include faculty/advisors, ombudsperson, alumni, and DHS/Network nursing staff. Desired activities would include formalized mentor education, reinforcement of student ethical behavior, and identification of advantages of being a mentor.</p>		
OLD BUSINESS			
ACCJC/WASC ACCREDITATION	<ol style="list-style-type: none"> 1. <u>Midterm Report</u> –The report was mailed to the Accrediting Commission and to the Board members on 3/8/10. The Commission will review the report, vote on approval at their June meeting, and notify the College by early July. The next self study and site visit are scheduled for 2013. 2. <u>Research and Planning</u> <ul style="list-style-type: none"> - M. Ibrahim reported that College administration is in the process of evaluating the 2009-2010 Goals and drafting the 2010-2011 annual goals. - Research – M. Ibrahim reported that SPSS statistical analysis program has been installed and she is in the process of learning the program. 3. <u>Program Review and Student Learning Outcomes</u> – No report 4. <u>Allied Health</u> – D. DeHart reported that she will follow up with DHS Human Resources regarding the status of the Allied Health Director screening exam and interview questions. 	<ol style="list-style-type: none"> 1. Information. 2. M. Ibrahim & N. Miller will bring draft goals to the August meeting for review and approval. 3. None 4. Information 	<ol style="list-style-type: none"> 1. None 2. M. Ibrahim & N. Miller 3. None 4. D. DeHart

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	<p>5. <u>Information Technology (IT) Support and College Information Systems</u> – M. Caballero reported that DHS IT has been very helpful in supporting the College.</p> <ul style="list-style-type: none"> - CAMS – will be implemented this summer. - Class Climate – continues to have ongoing firewall issues. - CONAH Internet and Intranet – DHS continues to assist with the Website. D. Wagner, Educational Resource Center Director is working with Network IT to coordinate WiFi installation throughout the College. 	<p>5. M. Caballero will continue to report status of IT projects.</p>	<p>5. M. Caballero</p>
EXTENDED CAMPUS: OLIVE VIEW – UCLA MEDICAL CENTER	<p>1. <u>LA Care Grant Status Report and Transition Proposal</u> – V. Branchick distributed and reviewed the close out letter from LA Care Health Plan to C. Meyer, DHS Chief Network Officer. LA Care accepts the recommendation to discontinue sponsorship of the College satellite campus at Olive View Medical Center (OVMC). All reporting requirements have been fulfilled and the grant file has been formally closed.</p> <p>2. <u>Distance Learning</u> – N. Miller and D. DeHart reported on behalf of J. Anderson. The equipment has been installed and configured at three locations: CONAH, OVMC, and Martin Luther King. Harbor-UCLA installation is still pending. Faculty training is scheduled for 6/3/10 and 6/10/10 and will include the four semester coordinators as well as two instructors from each semester. It will be initiated this summer for two 2nd semester and one 3rd semester course. Seventy students are expected to participate. D. Factor, WDP Director, is drafting a memorandum of understanding regarding facility responsibilities. The vendor is developing a bid for an integrated system for the College.</p> <p>Members discussed the effectiveness and problems with various systems. They emphasized that participants need to understand the purpose and limitations of the system and also need to have a protocol for online communications.</p>	<p>1. M. Caballero, Accreditation Liaison Officer, will formally notify the ACCJC:WASC</p> <p>2. Information</p>	<p>1. M. Caballero</p> <p>2. None</p>
NCLEX-RN PASS RATE	<p>N. Miller distributed and reviewed the NCLEX Pass Rate by Class for the 16 classes that graduated from Spring 2002 through December 2009. The average first time pass rate is 90% and the repeat attempt pass rate is 99%. The first time pass rate has remained above state and national averages and CONAH threshold for action (85%) since 2005.</p>	<p>Will report again in November</p>	<p>N. Miller</p>
RECRUITMENT STATUS	<p>1. <u>Fall 2010 School of Nursing Projections</u> – M. Caballero reported that the LVN to RN (advanced placement) cohorts have been selected and will begin the N125 Transition course in June. Half will begin the 3rd semester in Fall 2010 and the other half in Spring 2011. The acceptance point cut off continues to rise from previous semesters. M. Caballero also stated that the SON is replacing the California Achievement Test (CAT) pre-entrance exam with the TEAS, which is used by the majority of California nursing programs.</p>	<p>1. Information</p>	<p>1. None</p>

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	2. <u>DHS Hiring Process</u> – N. Miller distributed and reviewed the LA County Employment Rate for SON Students and Graduates. The data is incomplete because DHS is in the process of transitioning employee data bases so the only hiring information source is the Network Nurse Recruitment and Retention Center. The hiring rate has progressively decreased since 2008. 23% of the class of 2008-II was hired, 13% of 2009-I, and only 7% (5 graduates) of 2009-II. Members discussed the ongoing state and national nursing shortage and the lack of funding to hire nurses. Members expect the demand for midlevel providers to increase. These include Nurse Practitioners, Certified Nurse Midwives, Nurse Anesthetists, and Physician Assistants.	2. Will report again in November	2. N. Miller
NEW BUSINESS			
MEMBERSHIP AGREEMENT AND CODE OF ETHICS	The Board of Trustees Membership Agreement and Code of Ethics is due for triennial review and ongoing approval vote. It was e-mailed to members for review on 5/3/10.	Approved. N. Miller will forward final version and post on website.	N. Miller
SELF APPRAISAL	The Board of Trustees Self Appraisal form is due for triennial review and ongoing approval vote. It was e-mailed to members for review on 5/3/10.	Approved. N. Miller will forward final version and post on website.	N. Miller
POLICY #160: REFUND OF STUDENT CHARGES	The draft updated policy was forwarded to members on 5/14/10 for discussion and approval vote at this meeting. The policy and form were reviewed and revised as part of the scheduled triennial review. The College Planning Committee approved the updates at their May meeting.	Approved. N. Miller will forward final version and post on website.	N. Miller
POLICY #201: ACADEMIC HONESTY & PROFESSIONAL CONDUCT	The draft updates to the policy and related forms were forwarded to members on 5/3/10 for discussion and approval vote at this meeting. They were reviewed and revised as part of the scheduled triennial review. The College Planning Committee approved the updates at the April meeting.	Approved. N. Miller will forward final version and post on website.	N. Miller
POLICY #507: NONDISCRIMINATION	The draft updates to this policy were forwarded 5/3/10 for discussion and approval vote at this meeting. The policy was reviewed and revised as part of the scheduled triennial review process and was approved at the April College Planning Committee meeting. ACCJC standards require Board approval for this policy.	Approved as written. N. Miller will forward final version and post on website.	N. Miller
OFF AGENDA ITEMS	<u>Membership Vacancy</u> – E. Jones has retired from LA County Service and has vacated her Health Care Facility position on the Board of Trustees. I. Recendez recommended this Board consider Tonia Jones, EdD to fill the vacancy. T. Jones has accepted the Nursing Director position at H. Claude Hudson Comprehensive Health Center. She is a graduate of the SON and has worked in the private sector as well as for LA County.	N. Miller will request T. Jones resume and will distribute it to members for review.	N. Miller
NEXT MEETING	August 27, 2010 8:00 to 10:00 a.m. College of Nursing and Allied Health Tower Hall, Room 105	N. Miller will forward agenda and minutes to members prior to meeting.	N. Miller

Approved by: (Signature on file)
Vivian Branchick

Prepared by: (Signature on file)
Nancy Miller